

**Virginia Department of Forensic Science
Physical Evidence Recovery Kit
(PERK) Tracking System**

**Collection Site
User's Manual**



Revised Date: October 9, 2020

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Introduction

PERK Tracking System Overview

The PERK Tracking System was developed and implemented by the Virginia Department of Forensic Science (DFS) through a federal Sexual Assault Kit Initiative Grant obtained by the Virginia Office of the Attorney General.

The PERK Tracking System is a web-based application that can be accessed from any device that is connected to the internet. The status and location of PERKs are tracked using each PERK's unique PERK ID/Barcode #. No personal identifying information is entered into the system.

The System provides interfaces for four different user types: collection sites, law enforcement, anonymous kit storage facility (the Division of Consolidated Laboratory Services or DCLS), and DFS (forensic laboratory). Dependent on their agency type, users log actions in the System, such as the receipt of a kit, the collection of a kit, and the transfer of a kit to another agency. In order to access the System, users must be assigned a user ID and password by their Agency Site Administrator. Agencies can establish a new site administrator account by contacting the PERK Tracking System Coordinator at DFS.

Victim Access

Virginia's PERK Tracking System includes a Victim Portal, which allows a victim to use the System to view information regarding the status and location of his/her PERK.

Victims of anonymous PERKs (collected from victims of sexual assault who elect at the time of the examination not to report the offense to law enforcement) may access the System through the Victim Portal by entering their unique PERK ID number, which should be provided to them at the time of examination. Victims who elect to report the offense to law enforcement will be required to enter a PIN, in addition to their kit's unique PERK ID, to access the System. The victim must obtain the PIN from the investigating law enforcement agency, which can use the Tracking System to generate a PIN for a victim, provided it has determined that victim access to the System will not interfere with the investigation or prosecution of the offense.

The Victim Portal also contains contact information for victim helplines and other victim resources.

Opportunities for Data Collection

The PERK Tracking System will allow DFS to track data statewide on its use and agencies' compliance with the requirements of the comprehensive PERK legislation enacted in 2016.

User agencies will be able to access data on kits handled by their agency, including the status of kits currently in the agency's custody and a history of the actions performed on PERKs entered into the System by their agency.

Accessing the System

Navigate to the PERK Tracking System login page at: <https://perk.dfs.virginia.gov>

The screenshot shows the login page for the PERK Tracking System. At the top, there is a blue header with the Virginia Department of Forensic Science logo and the text "Physical Evidence Recovery Kit (PERK) Tracking System". Below the header, there is a paragraph explaining the system's purpose. The page is divided into two main sections: "System Access" and "Victim Portal". The "System Access" section contains a "Username" field, a "Password" field, a "Forgot your password?" link, and a "Sign In" button. The "Victim Portal" section contains a "Kit ID Number" field, a "Reset" button, and a "Get Status" button. On the right side, there is a "Help" section with links to instructions for authorized personnel, victims/survivors, and a FAQ.

Prior to logging into the system, you must have obtained a username and password through your Agency Site Administrator. Once you have your username and password, you can log in on the PERK Tracking System login page.

Step 1: Enter the email address you used to register for the system in the "Username" field.

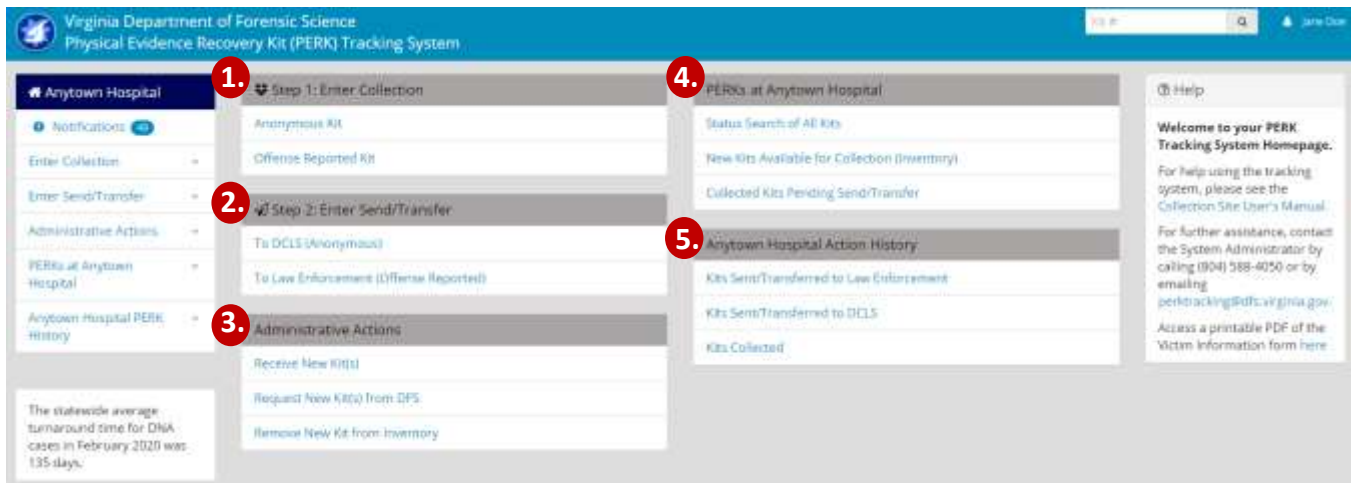
Step 2: Enter the password you chose upon registering with the system in the "Password" field.

Note: If you do not know your password, you can reset it by clicking the "Forgot your password?" link

Step 3: Click the "Sign In" button. If you entered the correct username (email address) and password, you will be navigated to the Collection Site User Homepage.

This is a close-up screenshot of the "System Access" section of the login page. It shows the "Username" and "Password" fields, the "Forgot your password?" link, and the "Sign In" button. Arrows from the text blocks on the left point to these specific elements: one arrow points to the "Username" field, another to the "Password" field, a third to the "Forgot your password?" link, and a fourth to the "Sign In" button.

Collection Site User Homepage



1. Step 1: Enter Collection Panel

- Contains links for the two types of evidence collection (**Offense Reported & Anonymous**).

2. Step 2: Enter Send/Transfer Panel

- Contains links to complete the send/transfer action for Offense Reported Kits (**To Law Enforcement (Offense Reported)**) and Anonymous Kits (**To Anonymous Storage**)

3. Administrative Actions Panel

- Contains the Administrative Actions that a Collection Site User may perform.
- Clicking on an action link (e.g., **Receive New Kits**, **Request New Kit(s) from DFS**, **Remove New Kit from Inventory**) will navigate to a screen that will allow the Collection Site User to log the action in the System.
- Remove New PERK** is an available Administrative Action that allows collection site agencies to remove a new PERK from the System if it has been used for a demonstration or other purpose and is no longer available to be used for a collected PERK.

4. Agency Action History Panel

- Contains data searches for actions that the Agency has performed on kits .
- Clicking on a link (e.g. **Kits Sent/Transferred to Law Enforcement**, **Kits Sent/Transferred to DCLS**, **Kits Collected**) will navigate to a screen that shows all kits handled by the Agency that fit that criteria.
- These kit searches display results for kits that were ever in the Agency's possession.

5. PERKs at Agency Panel

- Contains data searches by kit status for PERKs that are currently in the Agency's possession.
- Clicking on a link (e.g., **Status Search of All Kits**, **New Kits Available for Collection**, **Collected Kits Pending Send/Transfer**) will navigate to a screen that shows all kits in the Agency's possession that fit that criteria.



5. Side Bar Panel

- Contains links to all kit actions and data searches for faster navigation between pages.
- Clicking on the Agency home button at the top of the Side Bar Panel will take the User to the User Agency Homepage.

6. Notifications

- Contains lists of notifications for the Agency.
- Shows actions performed by other agencies that affect the User Agency and kits that require action by the user Agency (e.g., new kits that were sent by DFS that need to be received, kits that were sent to a law enforcement agency and subsequently marked as received).
- The number of outstanding notifications will display to the right of the word “Notifications” on the Side Bar Panel.

7. DNA Turnaround Time

- The statewide average Turnaround time for DNA cases at the Department of Forensic Science will be updated monthly.

8. Search Box

- Allows user to search the System by PERK ID/Barcode #for information about any kit (e.g. Kit Status, Kit History).

9. Help Box

- Links to a PDF of the User Manual and provides contact information of the PERK Tracking System Help Desk.

Logging the Collection of Evidence

To complete this action, navigate to the **Step 1: Enter Collection** panel and click either the **Offense Reported Kit** or the **Anonymous Kit** link.

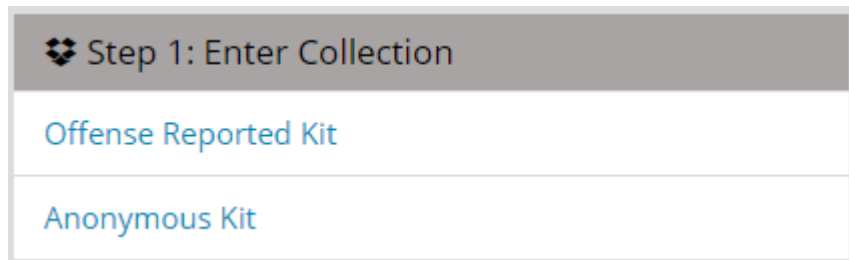
The following steps can be used for both collection types.

Step 1: Scan Kit Barcode or Type PERK ID # into the "Kit #" field.

Kit numbers that do not match one of the valid formats cannot be entered. See the [Valid Kit ID # Format Guide](#) for assistance. The Guide is also available in the Help Box.

Step 2: Enter the date the PERK was used for collection in the "Date Collected" field.

The "Date Collected" field is auto-populated with the current date. If you are logging a kit collected in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.



Step 1: Enter Collection

Offense Reported Kit

Anonymous Kit



Anonymous

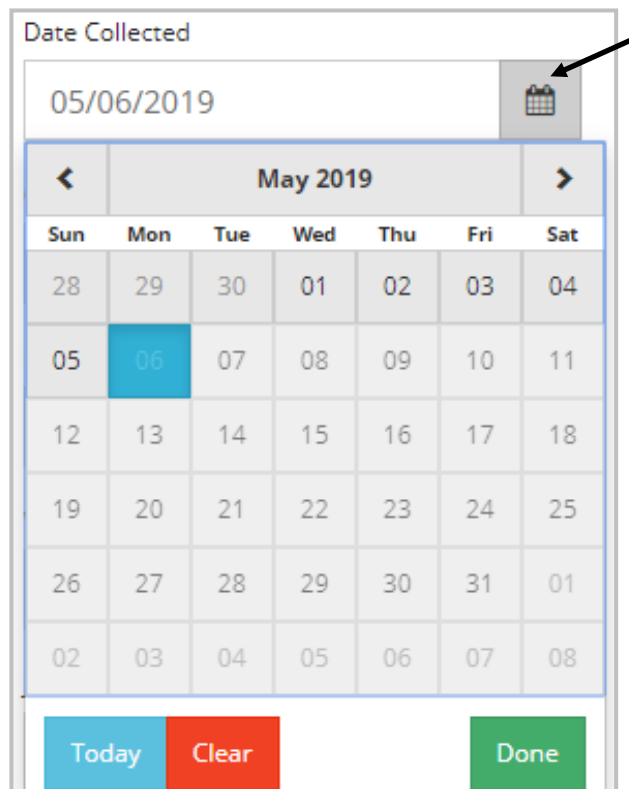
Kit Number

1133



Date Collected

05/06/2019



Date Collected

05/06/2019

May 2019						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	01	02	03	04
05	06	07	08	09	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	01
02	03	04	05	06	07	08

Today Clear Done

Step 3: Select the agency that you will send or transfer the kit to in the “Will Send to Agency” drop-down menus.

If you are logging the collection of an **Offense Reported** kit, the “Will Send to Agency Type” will be pre-populated.

Then, you will need to select the law enforcement agency from the “Will Send to Agency” drop down menu.

You may also need to select a “Will Send to Agency Location” **only if** you will be sending the kit to the Virginia State Police (shown) or the Department of Corrections.

If you are logging the collection of an **Anonymous** kit, you will need to select either “Storage Facility” (DCLS) or “Non-Virginia Storage Facility” from the “Will Send to Agency Type” drop down menu.

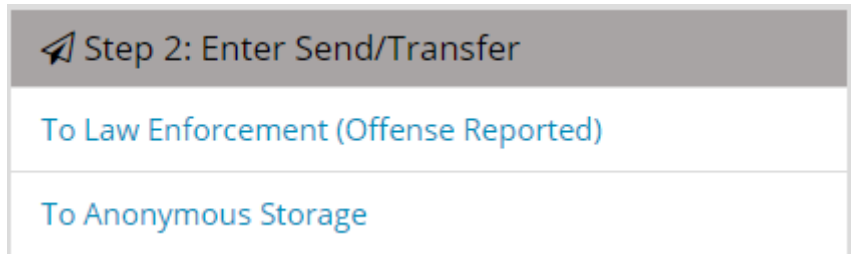
For both “Will Send to Agency Type” options, “Will Send to Agency” will auto-populate.

Step 4: Select the Jurisdiction from the drop-down menu.

Step 5: Click the green button. If the entry is successful, the word “Success!” will appear beneath the green button.

Transferring a Collected PERK

To complete this action, navigate to the **Step 2: Enter Send/Transfer** panel and click either the **To Law Enforcement (Offense Reported)** or **To Anonymous Storage** link. The following steps can be used for both Send/Transfer types.



Step 2: Enter Send/Transfer

[To Law Enforcement \(Offense Reported\)](#)

[To Anonymous Storage](#)

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field. Multiple kits may be entered by scanning the barcodes or, if typing, separating Kit #s with commas. Kit numbers that do not match one of the valid formats cannot be entered. See the [Valid Kit ID # Format Guide](#) for assistance. The Guide is also available in the Help Box.




To DCLS (Anonymous)

Kit #

1133

Remove All

Step 2: Click the “+” button or hit the “Enter” key on keyboard. When using a barcode scanner programmed to add a carriage return (aka hard return) after each scan, this step is not necessary.



To DCLS (Anonymous)

Kit #

1133

Remove All

This action will cause the kit number(s) to populate beneath the “Kit #” field.




Kit #

Enter Kit# and press Enter

1133

Remove All

Step 3: Enter the date the kit was sent/transferred in the “Date Sent/Transferred” field.



Date Sent/Transferred

05/06/2019

The “Date Sent/Transferred” field is auto-populated with the current date. If you are logging a kit sent/transferred in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.

Step 3: Select the agency that you are sending or transferring the kit to in the “Receiving Agency” drop-down menus.

If you are logging the collection of an **Offense Reported** kit, the “Receiving Agency Type” will be pre-populated.

Then, you will need to select the law enforcement agency from the “Receiving Agency” drop down menu.

You may also need to select a “Receiving Agency Location” **only if** you will be sending the kit to the Virginia State Police (shown) or the Department of Corrections.

If you are logging the collection of an **Anonymous** kit, you will need to select either “Storage Facility” (DCLS) or “Non-Virginia Storage Facility” from the “Receiving Agency Type” drop down menu.

For both “Receiving Agency Type” options, “Receiving Agency” will auto-populate.

The Reason field will auto-populate to “For Storage” for Anonymous kits (shown) and “Offense Reported” for Offense Reported kits

Step 5: Click the green button. If the entry is successful, the word “Success!” will appear beneath the green button.

Requesting New PERKs from DFS

To complete this action, navigate to the **Administrative Actions** panel and click the **Request New Kit(s) from DFS** link.



This will open the "Forensic Kit/Form Order Requests" Order Form on the Virginia Department of Forensic Science Website in a new tab in your browser.

Fill in the relevant fields of the order form (e.g., your name, agency, mailing address, email, phone number, and # of Victim PERKs you are requesting) and click the "Submit" button.

FYI

New PERKs will only be mailed from DFS when the driving distance from the requesting agency is 2 or more hours from any DFS laboratory.

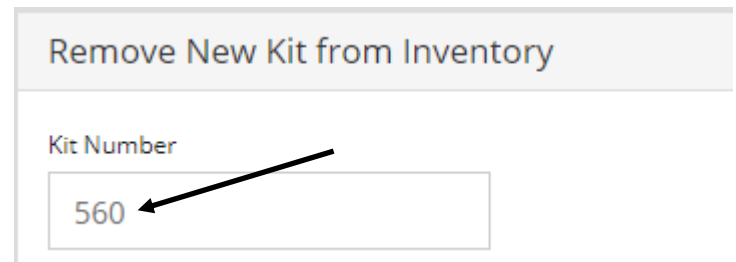
Removing a New PERK from Your Inventory

To complete this action, navigate to the **Administrative Actions** panel and click the **Remove New Kit from Inventory** link.



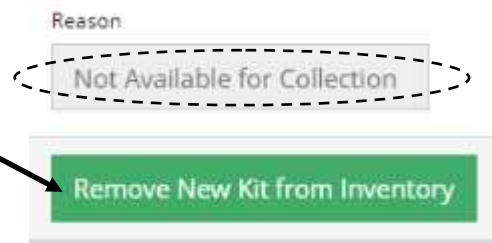
A screenshot of the 'Administrative Actions' menu. It is a vertical list with a grey header. The items are: 'Request New Kit(s) from DFS', 'Remove New Kit from Inventory' (circled with a dashed line), and 'Receive New Kit(s)'.

Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field. Kit numbers that do not match one of the valid formats cannot be entered. See the [Valid Kit ID # Format Guide](#) for assistance. The Guide is also available in the Help Box.



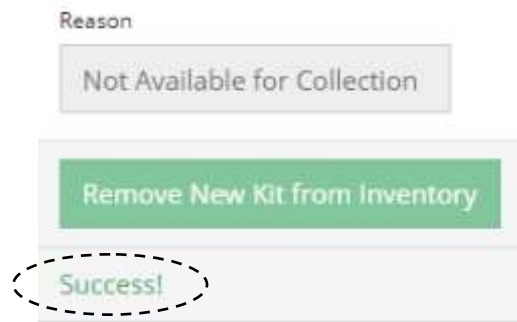
A screenshot of the 'Remove New Kit from Inventory' form. It has a title bar and a 'Kit Number' label. Below the label is a text input field containing the number '560'. An arrow points to the input field.

Step 3: Click the “Remove New Kit from Inventory” button at the bottom of the screen. Note that the “Reason” field will auto-populate to “Not Available for Collection”.



A screenshot showing the 'Reason' field and the 'Remove New Kit from Inventory' button. The 'Reason' field is a dropdown menu with 'Not Available for Collection' selected (circled with a dashed line). Below it is a green button labeled 'Remove New Kit from Inventory'. An arrow points from the text in Step 3 to this button.

If the entry is successful, the word “Success!” will appear beneath the “Remove New PERK from Inventory” button.



A screenshot showing the 'Reason' field and the 'Remove New Kit from Inventory' button. The 'Reason' field is a dropdown menu with 'Not Available for Collection' selected. Below the button, the word 'Success!' is displayed (circled with a dashed line).

Logging the Receipt of New PERKs

To complete this action, navigate to the **Administrative Actions** panel and click the **Receive New Kit(s)** link.



Step 1: Scan Kit Barcode or Type PERK ID # into the “Kit #” field. Multiple kits may be entered by scanning the barcodes or, if typing, separating Kit #s with commas. Kit numbers that do not match one of the valid formats cannot be entered. See the [Valid Kit ID # Format Guide](#) for assistance. The Guide is also available in the Help Box.

Step 2: Click the “+” button or hit “Enter” key on keyboard. When using a barcode scanner programmed to add a carriage return (aka hard return) after each scan, this step is not necessary.

This action will cause the kit number(s) to populate beneath the Kit # field.

Step 3: Enter the date the kit was received in the “Date Received” field.

The “Date Received” field is auto-populated with the current date. If you are logging a kit received in the past, you may enter the correct date by typing the date in MM/DD/YYYY format or by clicking the calendar icon button to select a date using the calendar.

Step 4: Select the name of the agency that sent or transferred the new kit to your agency using the Sending Agency drop-down menus.

If you are receiving a new kit from **DFS**, select "Forensic Laboratory" from the "Sending Agency Type" drop down menu.

The "Sending Agency" will auto-populate to "DFS".

Select the DFS lab that sent you the new kit in the "Sending Agency Location" drop down menu

This screenshot shows the form configuration for receiving a kit from DFS. The 'Sending Agency Type' dropdown is set to 'Forensic Laboratory'. The 'Sending Agency' field is automatically populated with 'DFS'. The 'Sending Agency Location' dropdown is open, showing options: Central, Eastern, Northern, and Western. The 'Reason' dropdown is set to 'For Collection - New Kit(s)'. A green 'Receive New Kit(s)' button is at the bottom.

If you are receiving a kit from a **law enforcement agency**, select "Law Enforcement" from the "Sending Agency Type" drop down menu

Then, you will need to select the law enforcement agency from the "Sending Agency" drop down menu.

You may also need to select a "Sending Agency Location" **only if** you will be receiving the new kit from the Virginia State Police (shown) or the Department of Corrections.

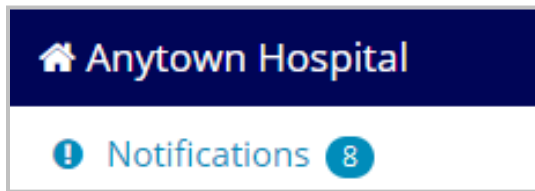
This screenshot shows the form configuration for receiving a kit from a law enforcement agency. The 'Sending Agency Type' dropdown is set to 'Law Enforcement'. The 'Sending Agency' dropdown is set to 'Virginia State Police'. The 'Sending Agency Location' dropdown is open, showing options: Division 1, Division 2, Division 3, Division 4, Division 5, Division 6, and Division 7. The 'Reason' dropdown is set to 'For Collection - New Kit(s)'. A green 'Receive New Kit(s)' button is at the bottom.

The Reason field will auto-populate to "For Collection—New Kit(s)" when either "Forensic Laboratory" or "Law Enforcement" is selected as the "Sending Agency Type"

This close-up shows the 'Reason' field with the text 'For Collection - New Kit(s)'. Below it is the green 'Receive New Kit(s)' button. Directly beneath the button, the word 'Success!' is displayed and circled with a dashed line.

Step 5: Click the green button. If the entry is successful, the word "Success!" will appear beneath the green button.

Notifications



A link to the User Agency's **Notifications** appears at the top of the **Side Bar Panel** to alert users of actions taken by another agency that impacts the User Agency and kits requiring action. The number of outstanding notifications will display next to the word "Notifications" on the **Side Bar Panel**.

On the **Notifications** List Screen, outstanding notifications will be populated in a list that is categorized by notification type.

The **Notifications** list screen will display all outstanding notifications in lists by type of action generating the notification. There are two types of Notifications: 1) Notifications Requiring Dismissal; and 2) Notifications Requiring Action.

Notifications

Received by DCLS

Dismiss

Kit #	Agency	Date	Reason
<div><div></div>1134</div>	DCLS	5/6/2019	For Storage
<div><div></div>108</div>	DCLS	5/6/2019	For Storage
<div><div></div>109</div>	DCLS	5/6/2019	For Storage
<div><div></div>560</div>	DCLS	5/6/2019	For Storage

Sent by DFS

Receive

Kit #	Date
<div><div></div>1137</div>	5/6/2019
<div><div></div>1138</div>	5/6/2019
<div><div></div>1139</div>	5/6/2019
<div><div></div>1140</div>	5/6/2019

Notifications Requiring Dismissal

Notifications Requiring Dismissal refer to those Notifications that alert the User to actions taken by another Agency that affect the User Agency but do not require action by the User Agency.

Notifications Requiring Dismissal for the Collection Site User include:

- **Received by DCLS:** A notification will appear for any anonymous kit sent/transferred to DCLS that was marked as received.
- **Received by Law Enforcement:** A notification will appear for any offense reported kit sent/transferred to a law enforcement agency that was marked as received.

Dismissing Individually: Notifications Requiring Dismissal can be dismissed one at a time by clicking a check box next to a specific Kit # and then clicking the gray "Dismiss" button above the list.

Received by DCLS				
<input type="checkbox"/>				Dismiss
	Kit #	Agency	Date	Reason
<input checked="" type="checkbox"/>	1134	DCLS	5/6/2019	For Storage
<input type="checkbox"/>	108	DCLS	5/6/2019	For Storage
<input type="checkbox"/>	109	DCLS	5/6/2019	For Storage

Dismissing A Category of Notifications: Notifications Requiring Dismissal can be dismissed in bulk by clicking the drop down check box above the notification list and clicking "Select All." After doing so, all notifications in that list will be checked, and you can click the gray "Dismiss" button to dismiss all selected kits from that category.

Received by DCLS		
<input checked="" type="checkbox"/>		Dismiss
<div> <div>Select All</div> <div>Select None</div> </div>		
	Kit #	Agency
<input type="checkbox"/>	1134	DCLS
<input type="checkbox"/>	108	DCLS
<input type="checkbox"/>	109	DCLS
<input type="checkbox"/>	560	DCLS

Received by DCLS		
<input type="checkbox"/>		Dismiss
	Kit #	Agency
<input checked="" type="checkbox"/>	1134	DCLS
<input checked="" type="checkbox"/>	108	DCLS
<input checked="" type="checkbox"/>	109	DCLS
<input checked="" type="checkbox"/>	560	DCLS

Notifications Requiring Action

Notifications Requiring Action refer to those Notifications that alert the User to kits requiring action. These notifications can only be cleared by performing the relevant action on the kits.

Notifications Requiring Action for the Collection Site User include:

- **Sent/Transferred by DFS or Law Enforcement:** A notification will appear for any new kit(s) that were sent/transferred to your agency by DFS or a Law Enforcement Agency for collection.
- **Collected Kit Requires Send/Transfer:** A notification will appear for any kit that was collected 10 or more days ago and has not been sent/transferred to DCLS or a law enforcement agency.

Performing an action Individually: Perform an action on one kit at a time by clicking the check box next to a specific Kit # and then clicking the button that describes the action you would like to perform above the list.

This will bring you to the action page with the Kit # you selected auto-populated in the "Kit #" field.

Sent by DFS	
<input type="checkbox"/>	Receive
Kit #	Date
<input checked="" type="checkbox"/> 1137	5/6/2019
<input type="checkbox"/> 1138	5/6/2019

Performing an Action on all Kits in a Category: An action may be performed on all kits in a given category by clicking the drop down check box above the notification list and clicking "Select All." After doing so, all notifications in the list will be checked, and you can click the button that describes the action you would like to perform above the list. This will bring you to an action page with the Kits you selected auto-populated in the "Kit #" field." Some actions (e.g., Receiving Kits from different locations) cannot be performed on multiple kits at once.

Sent by DFS	
<input type="checkbox"/>	Receive
<div> <div>Select All</div> <div>Select None</div> </div>	
<input type="checkbox"/>	1137
<input type="checkbox"/>	1138
<input type="checkbox"/>	1139
<input type="checkbox"/>	1140

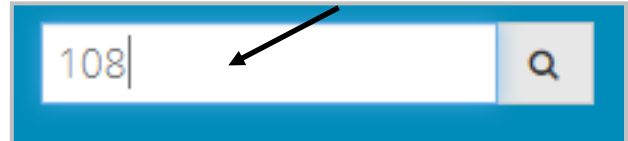
Sent by DFS	
<input type="checkbox"/>	Receive
Kit #	
<input checked="" type="checkbox"/> 1137	
<input checked="" type="checkbox"/> 1138	
<input checked="" type="checkbox"/> 1139	
<input checked="" type="checkbox"/> 1140	

Viewing a Kit's Information Screen

To view a **Kit Information Screen**, navigate to the **Kit Search** at the top right of the homepage.



Step 1: Scan Kit Barcode or Type PERK ID # into the **Kit Search** field.



Step 2: Click the magnifying glass button to search for information about the kit.



You can also view a **Kit Information Screen** by clicking the a blue kit number link in any List Screen (e.g., **Notifications**, **Status Search of All Kits**).

Status Search of All Kits	
Kit # ^	Kit Status
108	Anonymous @ Collection Site
109	Anonymous @ Collection Site
1111	Removed - Not Available for Collection
1116	Sent for Reported Offense

Notifications	
Sent by DFS	
<input type="checkbox"/>	Receive
Kit #	
<input type="checkbox"/>	1134
<input type="checkbox"/>	1135

Undoing an Action

Step 1: Navigate to the **Kit Information Screen** (see instructions on page 19).

Kit #: 108

Details

Status

Anonymous @ Collection Site

Agency

MCV

History

Date	Action	Reason	Action
3/19/2019	DPS sent/transferred kit to MCV	For Collection (New Kit)	
3/19/2019	MCV received kit from DPS	For Collection (New Kit)	
4/8/2019	Evidence collected by MCV, Notice sent to DCLS	Anonymous Kit	Undo

Step 2: To undo the last action you performed on the kit, click the “Undo” button to the right of the last performed action in the Kit History.

4/8/2019	Evidence collected by MCV, Notice sent to DCLS	Anonymous Kit	Undo
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User Data Search List Screens

You can search your agency's kit data by the status of any kit in your agency's possession or by the history of actions your agency has performed on kits.

"PERKs at [AGENCY]" list screens search by the kit status of all kits in your possession while "[AGENCY] Action History" list screens search by the history of actions performed on kits by your agency (including kits that are no longer in your possession).

PERKs at Anytown Hospital
Status Search of All Kits
New Kits Available for Collection (Inventory)
Collected Kits Pending Send/Transfer
Anytown Hospital Action History
Kits Collected
Kits Sent/Transferred to Law Enforcement
Kits Sent/Transferred to DCLS
Kits Sent/Transferred to Non-Virginia Storage Facility

You can sort the information in the list by clicking any of the blue headers to sort items by that category.

Use this drop-down to select how many items you will see on each page.

Kits Sent/Transferred to Law Enforcement					
					Results per Page: 10 ▼
Kit #	Date	Description	Initiating Agency	Action Type	Affected Agency
103	03/21/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
101	03/19/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
557	03/14/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
558	03/14/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
559	03/14/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
1128	03/12/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
456	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
450	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
451	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
452	03/08/2019	MCV sent/transferred kit to VSP	MCV	Send	VSP
1 2 3					Export to Excel

Advance the page of data you are viewing by clicking these numbers. The number highlighted in blue is the page you are currently on.

Click the "Export to Excel" button to create a spreadsheet document of the data you are viewing that you can save to your computer.

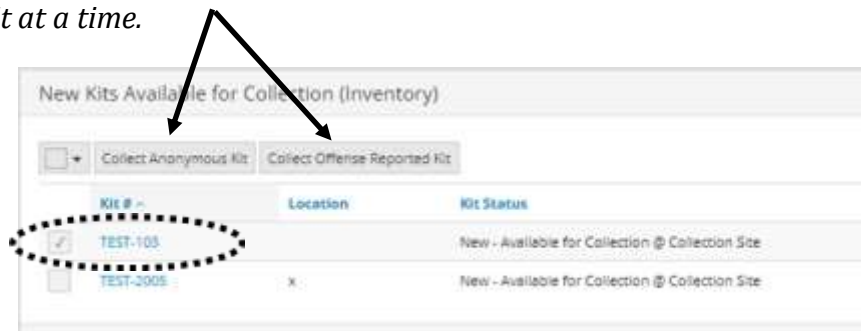
You can also take actions on kits directly from select agency list screens: **New Kits Available for Collection (Inventory)** and **Collected Kits Pending Send/Transfer**.

By clicking an action button provided at the top of the list screen, you will be directed to the action screen where the action can be logged. This capability currently exists on the Notifications page (see p. 15)

To perform an action from the **New Kits Available for Collection (Inventory)** list screen, navigate to the **New Kits Available for Collection (Inventory)** list screen on your home screen or sidebar panel.



Place a check mark in the box next to the kit being collected and click either the **Collect Anonymous Kit** or **Collect Offense Reported Kit** button to open that action screen. *Note that the Collect action can only be executed for one kit at a time.*



Anonymous Kit

Kit Number
TEST-103

Date Collected
08/04/2020

Collecting Agency Type
Collection Site

Collecting Agency
Anytown Hospital

Collecting Agency Location
▼

Reason
Anonymous Kit

Will Send To Agency Type
▼

Will Send To Agency
▼

Jurisdiction
▼

Enter Collection of Anonymous Kit

Offense Reported Kit

Kit Number
TEST-103

Date Collected
08/04/2020

Collecting Agency Type
Collection Site

Collecting Agency
Anytown Hospital

Collecting Agency Location
▼

Reason
Offense Reported

Will Send To Agency Type
Law Enforcement

Will Send To Agency
▼

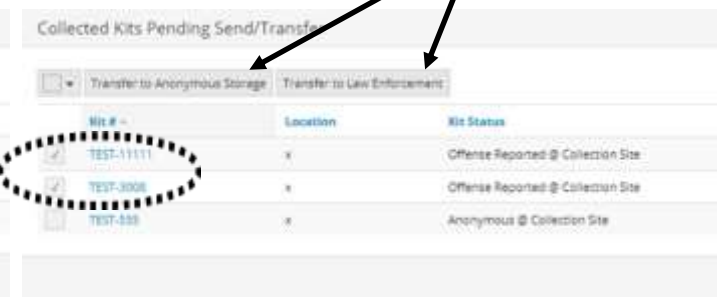
Enter Collection of Offense Reported Kit

To perform an action from the **Collected Kits Pending Send/Transfer** list screen, navigate to the **Collected Kits Pending Send/Transfer** list screen on your home screen or sidebar panel.



You can select a **single kit** by placing a check mark in the box next to the Kit # and clicking either the **Transfer to Anonymous Storage** or **Transfer to Law Enforcement** button to open that action screen.

You can select **multiple kits** if they will be sent to the same destination on the same date. To do so, place a check mark in the boxes next to the Kit #s and click the **Transfer to Anonymous Storage** or **Transfer to Law Enforcement** button to open that action screen.



To Anonymous Storage

Kit #
Enter Kit # (e.g., 123456, 123-45678) and press Enter

TEST-888

Remove All

Date Sent/Transferred
08/04/2020

Sending Agency Type
Collection Site

Sending Agency
Anytown Hospital

Sending Agency Location
[Dropdown]

Receiving Agency Type
[Dropdown]

Receiving Agency
[Text Field]

Reason
[Text Field]

Enter Send/Transfer to Anonymous Storage

To Law Enforcement (Offense Reported)

Kit #
Enter Kit # (e.g., 123456, 123-45678) and press Enter

TEST-1111 TEST-3008

Remove All

Date Sent/Transferred
08/04/2020

Sending Agency Type
Collection Site

Sending Agency
Anytown Hospital

Sending Agency Location
[Dropdown]

Receiving Agency Type
Law Enforcement

Receiving Agency
[Text Field]

Reason
Offense Reported

Enter Send/Transfer to Law Enforcement

Glossary

Anonymous Kit: A PERK collected from a victim of sexual assault who elects, at the time of the forensic examination, not to report the offense to law enforcement.

Anonymous Storage: The storage of an anonymous kit at the Division of Consolidated Laboratory Services (DCLS), which is the agency required by law to store anonymous kits.

Collected Kit: A PERK that has been used to collect evidence from a victim of sexual assault during a forensic medical examination.

Collection Site: A hospital, medical facility or other health care provider that conducts forensic examinations to collect evidence from victims of sexual assault using PERKs.

Destroy (a kit): An action used to record the permanent disposal of a collected kit. There are statutory provisions addressing the retention periods for anonymous kits and those collected for reported offenses. Prior to destroying any kit, the User Agency's legal advisor should be consulted.

Forensic Laboratory: The Department of Forensic Science is the forensic laboratory that law enforcement agencies are required by law to submit PERKs to for analysis.

Long-Term Storage: The post-conviction storage of a PERK at the Virginia Department of Forensic Science pursuant to a court order for the storage, preservation, and retention of human biological evidence.

New Kit: A sealed kit that has not yet been used to collect evidence from a victim of sexual assault.

Non-Virginia Storage Facility: A storage facility outside the Virginia jurisdiction that stores anonymous kits, such as a military base or a facility in another state.

Offense Reported Kit: A PERK collected from a victim of sexual assault who elected to report the offense to law enforcement.

Retention Period (anonymous kits): The amount of time DCLS is required by law to retain anonymous PERKs.

Remove (a kit): An action used to record the removal of a new kit out of the User Agency's inventory of kits available for collecting evidence (e.g., a kit used for a demonstration, an incomplete kit that is missing components).

Storage Facility: The Division of Consolidated Laboratory of Services (DCLS) is the agency required by law to store anonymous kits.

Statutory Reason for Non-Submission: Law enforcement agencies are required by law to submit PERKs to DFS for analysis within 60 days of receipt unless one of five statutory exemptions applies (e.g., anonymous kit, not connected to crime, out of state offense, routine death investigation, transfer of investigation).

**For System Support or
Additional Information**

Contact the PERK Tracking System Help Desk:

perktracking@dfs.virginia.gov
(804) 588-4050